

Santa Monica Mountains National Recreation Area Information Technology: High School Intern



Introduction

Information technology in the National Park Service is an essential tool of communication, network and data management.

Major Duties

- Installing software and hardware
- Assisting users with applications,
- Configuring network devices, printers, VOIP, computers and software.

Benefits

The high school intern's work contributes to the effective operations of the National Park Service. The intern has a direct effect on park operations and the ability to further support and expand IT systems.

Physical Demands and Work Environment

The work will be performed primarily at the Santa Monica Mountains National Recreation Area headquarters. Working at a computer commonly requires repetitive hand and wrist movement. Some bending or lifting may be required. Pertinent safety briefings will be provided for this position. On occasion, the intern may assist with remote site information technology installations and repairs.

Knowledge and Skills Required

This position requires basic knowledge of computers and networks, including software and hardware. A general knowledge of Microsoft Windows and Linux is also required. In addition, the intern will be required to have basic skills in verbal and written communication, and the ability to meet and talk with park employees.

Requirements

Junior or senior level high school student.

The student should have an interest or career goals in information technology.

Training Provided

In addition to general National Park Service and Santa Monica Mountains NRA orientation the intern will receive training pertinent to information technology that may include, but is not limited to, troubleshooting, hardware installation, software configuration, network management and monitoring remote services, web server design and management and VOIP.

Time Requirements

The time commitment for this function is a minimum of one 4 hour period per week. Additional time can be worked out with the approval of the IT specialist.

Supervision

The intern will be supervised by the information technology specialist.

Evaluation

The information technology specialist will conduct informal performance reviews to ensure that goals are being accomplished, the time commitment is being met and that the job is still rewarding for the high school IT intern.

Uniform Requirement

The high school IT intern wears the approved SMMNRA volunteer uniform for this position at direction of the IT supervisor.

To apply for this position

Send resume (include other volunteer work, high school currently attended, career goals, and areas of interest) to Intern Coordinator, Sheila Braden via email: sheila_braden@nps.gov or call her at (805) 370 2394. (Dec09)